

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## EQUIPMENT SUPERINTENDENT

Salary Range: \$65,988.00 - \$84,838.00 YEARLY

### POSITION

Vacancy is in the Equipment Services Division of the Public Works Department. Under general direction, manages and directs the repair, maintenance, and acquisition of a wide variety of automotive, construction, and related equipment. Plans, coordinates and assigns, through supervisory personnel, the work of employees engaged in the repair and maintenance of a large fleet of City-owned cars, trucks, automotive equipment, heavy and specialized road construction and maintenance equipment and machinery. Prepares budget estimates for the equipment services division and monitors such throughout the year. Maintains and analyzes vehicle history records to determine maintenance and replacement schedules through the use of an automated Fleet Management System. Oversees the flood control operations. Performs related work as required. The hours of this position are 40 per week and the above salary range includes 5% in lieu of overtime.

### QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in automotive engineering, business administration, public administration or a closely related field and 5 years of progressively responsible supervisory experience in the repair and maintenance of gas and diesel-powered vehicles and equipment, or a minimum of an Associate's Degree in a related field and National Institute of Automotive Services (NIAS) certification as a Master Technician and 5 years of progressively responsible supervisory experience in the repair and maintenance of gas and diesel-powered vehicles and equipment, or an equivalent combination of training and experience. **A copy of your degree or transcripts must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

### NECESSARY SPECIAL REQUIREMENTS

Must possess a valid driver's license. Must possess National Institute of Automotive Services (NIAS) certification as a Master Technician or the ability to obtain the same within one year. National Association of Fleet Administrators (NAFA) certification as an Automotive Fleet Manager or the ability to obtain the certification within three years is highly desirable. **APPLICATIONS WITHOUT A COPY OF YOUR DRIVER'S LICENSES WILL NOT BE PROCESSED.**

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the principles and practices of administrative management including budgeting, financial management, employee supervision and training; Knowledge of the standard practices, materials, methods, and tools of the automotive and heavy equipment mechanics trade; Knowledge of the occupational hazards and safety precautions of these trades; Ability to estimate labor and material repair costs; Ability to draft highly technical equipment purchasing specifications; Ability to write concise reports and use computer skills as a management tool; Ability to express oneself clearly and concisely, both orally and in writing. If selected for the position, you will be required to pass a physical examination administered by a City physician and may be required to pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.**

Exam No. 2355

Issued: 7/28/06

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 543-8590

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.